Apply Online & Claim Account Instructions

- * If you **haven't** claimed your campus connection account follow the *Claim your Campus Connection Account* instructions.
- * If you **have** claimed your Campus Connection account, please move onto the next set of instructions below titled *Apply Online for Housing at VCSU*

Claim your Campus Connection Account

Step 1 - Find your EMPLID

- 1. Go to https://myweb.vcsu.edu
- 2. Click Login to Services at the top of the page
- 3. Click the green button for Campus Connection
- 4. Once there click the option on the right side for Guest Page
- 5. On the new page click Help Center
- 6. Click Find my EMPLID and enter your information
- *National ID is your Social Security Number

Step 2 - Claim your Account

- 1. Go to https://helpdesk.ndus.edu/ndusaccout/
- 2. Click the blue button Claim my Account
- 3. Watch the short video and click Claim your account below
- 4. Follow the prompts to continue and set your password and security questions

Step 3 - Log into Campus Connection

- 1. Go to https://myweb.vcsu.edu
- 2. Click Login to Services at the top of the page
- 3. Click the green button for Campus Connection and log in

If you have problems, contact the NDUS Help at 1-866- 457-6387. You may also visit https://helpdesk.ndus. edu.

Students: You will need this to access your student accounts. **Keep this information private and safe.**

Apply Online for Housing at VCSU

Make sure to claim your account prior to following these instructions

Step 1. Click on the Housing application link and you will be brought to the sign in page. Use your Campus Connection credentials to login. You will need to claim your account to login.

NORTHDAKOTA UNIVERSITY SYSTEM Please login using your NDUS Account ID
Please login using your NDUS Account ID
ndus account id
ndus password
Sign in
Const check If you are using a public computer.
Can't Access Your Account?

Step 2. Once you login you should see this page. Click on the Application tab on the left side of your screen.

		×	* 2 First name
A Home		First name Last name	Help Text
Applications	>	ID Number Email	There is no help text for this screen
Personal Information	>		
🖛 Room Selection	>		Get Helpful Links
🎢 Dining	>		There are no helpful links to display at this time.
A RCR/Damages	>	P messages	
New Visitor Pass			
2 Activities/Events		Room Selection	
		There are no room selections to display	
		★ Assignments	
		There are no active room assignments to list	
		X Dining	
🗭 Logout		VCSU Fall 2021	

Step 3.Click on the application that corresponds with your class status and the
semester you will be living on campus. DO NOT select the current semester.
Ex. Freshman or transfer student = First Year Student
Sophomore, Junior, Senior = Returning Student Application

	×	First name Last name
Applications	First name Last name	Help Text
First Year Student	ID Number Email	There is no help text for this screen
(VCSU Fall 2021)		
Returning Student Application		GÐ Helpful Links
(VCSU Fall 2021)		There are no helpful links to display at this time.
	Room Selection There are no room selections to display Assignments	
	There are no active room assignments to list Dining	
	VCSU Fall 2021	

Step 4. Read through the contract. Once you read through the contract either type your full name or sign in the box to give consent. Click Continue to move onto the next page.

* Consent - First Year Student (vCSU Fail 2021) Consent - First Year Student (vCSU Fail 2021) Half me innimum of 25 sensets hours) first-year students are required to reside on campus and sensets me in the students is three and the students are required to reside on campus and sensets me in the students is three and the student is three and the stud		×	* L ast nam
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(VCSU Fall 2021) Students, parents, and guardians will be asked to provide writing verification of any off-campus residence. The student wild veloation of this policy will be retroactively charged a minimum room and board rate for the time they did not live on campus. There are no helpful links to display at this time. This is a legal and binding contract for the entire academic year. In the student wild room and contract for the entire academic year. The student wild wild any contract for the entire academic year. In the student wild wild any completely from VSCU. The student wild room and contract for the following reasons: In the student wild room and contract for the following reasons: In the student wild room and part for the entire academic year. In the student wild room and part for the entire academic year. In the student wild room and part for the entire academic year. In the student wild room and part for the entire academic year. In the student wild room and part for the entire academic year. In the student wild room and part for the entire academic year. In the student wild room and part for the entire academic year. In the student yea	Returning Student Application	 The student is 21 years of age. The student is married or the single head of a household. 	
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		2. The student joins the military and can produce active duty orders.	
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Step 5. Please fill in each of the fields on the "My Information" page. Click Continue to move onto the next page.

		×			* Last nar
<	×	My Information - First Year Student			Help Text
Applications First Year Student		01. Please provide your cell phone number. *	01. Please provide your cell phone number. * field is required	_	09. Within the past seven (7) years, have you pied guilty (or no contest) to or otherwise been convicted of a crime involving violence or the threat of violence or of a sex offense. Crimes of violence refer to an offense in which
Returning Student Application		02. Please choose a meal plan. *	(none) Please select an option other than (none).	-	physical force was used, attempted or threatened against the person or property of another. Examples of crimes of
(VCSU Fall 2021)		03. Do you have any documented food allergies? (Please list them)		_	violence include, but are not limited to, abuse, arson, assault (including domestic violence), battery, breaking and entering, burglary, criminal mischief or vandalism.
		04. Please share some of your hobbies and interests.	e of 34e characters		harassment, homicide, menacing, reckless endangerment, stalking, terrorizing and unlawful restraint or imprisonment. Sex offenses include, but are not limited to, rape, sexual
		05. If you would like to request a roommate, please provide their name.	of 366 characters		assault, sexual battery, gross sexual imposition, trafficking, and the possession or distribution of child pornography.
		06. Please tell us about your sleep preferences.	e of 388 characters (none)	c	11.Have you been dismissed or suspended from a college or university for disciplinary reasons within the last seven (7) years ('Dismissed for disciplinary reasons' means a permanent separation from an institution due to conduct or
		07. Please tell us about your sleep preferences.	(none) - C	c	behavior. "Suspended for disciplinary reasons" means a sanction imposed for disciplinary reasons that results in a student leaving school for a fixed period but not
		08. If you would like, please share your preferred name and/or preferred gender here.	e of Se characters	-	permanently.)
		09. Please refer to the information box on the right hand side. \star	○ Yes ● No		CĐ Helpful Links
		10. Are you currently required to register as a sex offender in any State? *	○ Yes ● No		
		11. Please refer to the information box on the right hand side. *	○ Yes ● No		i nere are no neiprui links to display at this time.
		Continue			

Step 6. Here you will fill in your Address(es) and Contact(s) information. Click the pencil icon which will allow you to edit each of the respective lines. See the three images below for guidance. Once you have completed steps 6a and 6b click Continue to move onto the next page.

	×										* 🕹	First name Last name
< × Applications	Address	es/Contact	s - First Ye	ar Stude	nt						Help Text	
First Year Student	Please sav	re one Address	/Emergency 0	Contact at a	time and cli	ck the Continu	e button when	you are don	ne.		There is no help text for this screen	
(VCSU Fall 2021) Returning Student Application	Address	ses								^	GÐ Helpful Links	
(VCSU Fall 2021)	Requir	ed Co	mpleted	Туре	9	Street	City	Z	Zip Code		There are no helpful links to display at this time.	
	×		~	Prim	ary	N/A	N/A		N/A	1		
	×		\checkmark	HON	ИE	N/A	N/A		N/A	1		
	Contact	ts								^		
	Require d	Comple ted	Туре	Name	Relation ship	Email	Mobile	Home	Work			
	×	×	Guardian 1	N/A	N/A	N/A	N/A	N/A	N/A	1		
	×	×	Guardian 2	N/A	N/A	N/A	N/A	N/A	N/A	1		
	Continue											
		-										

6a. Fill in the information for your Primary and Home address. If these addresses are the same, you only need to fill out one of them. Click Save then move onto the Guardian information section.

	×						* 🕹	First name
< × Applications	Addresses	Contacts - First Ye	ar Student	d click the Continue t	button when you a	ire done.	Help Text There is no help text for this screen	
First Year Student Addresses CD Haloful Links			CD Helpful Links					
Returning Student Application (VCSU Fall 2021)	Required	Completed	Туре	Street	City	Zip Code	There are no helpful links to display at this time.	
	×	~	Primary	N/A	N/A	N/A		
		Edit Address: Primary				Clear		
		Address		Address 2				
		Address 3 City		Address 4 State North Dakota				
		Zip Code		Country United States	1	•		
		Email		Mobile Phone	9			
		Save Cancel						

6b. Fill in the information for Guardian 1. You can fill in both spaces, but at least one is preferred. Click Save and move onto the next step.

Step 7. Now you will enter in your living requests. This is where you put your preferred hall preference in. You may enter up to 3 requests.

	×											* 3	Fi	rst name
< X Applications	Require d	Comple ted	Туре	Name	Relation ship	Email	Mobile	Home	Work				- 20	
First Year Student	×	×	Guardian 1	N/A	N/A	N/A	N/A	N/A	N/A					
(VCSU Fall 2021)									[Clear				
Returning Student Application (VCSU Fall 2021)		Edit Cont	act: Guardia	n 1										
		Name				Relationshi	p		*					
		Email				Mobile Pho	ne							
		Home Pho	ne			Work Phon	9							
		Address				Address 2								
		Address 3				Address 4								
		City				State			•					
		Zip Code				Country United Stat	es		*					
		Save	Cancel											
	Continue													

- a. Select the choice number
 - i. 1 = first choice/most preferred; 2 = second choice; 3 = third choice/least preferred
- b. Under Request type select VCSU Hall Selection
- c. Select the building and room type you would like
- d. Click add then move onto your next choice number
- e. Once you enter in your 3 requests click Continue to move onto the step

	×	* 2 First nan Last nan	ne ne
K X Applications	First Year Student - Existing Living Requests for VCSU Fall 2021 (0)	Help Text	
First Year Student (VCSU Fall 2021)	Choice # Request Name Value	There is no help text for this screen	
Returning Student Application	You have not entered any living requests for this term.	CƏ Helpful Links	
(VOSO Pail 2021)	Add a New Living Request	There are no helpful links to display at this time.	
a. Choice #	Image: Type Image: Type Image: VCSU Hall Selection Image: Type Image: Type Type Image: Type<	d. Add	

Step 8. Now it is time for the \$50 room reservation fee payment. Read through the box before clicking Continue.

	×	* S First name
< x Applications First Year Student (VCSU Fall 2021) Returning Student Application (VCSU Fall 2021)	First Year Student Application Payment Required Thank you for choosing VCSU. The Residence Life office is excited that you will call our halls your home during your time at VCSU. To complete the application process, you will be asked to make a \$50 room reservation payment. This payment will be aspled to your room and board charges for the term in which you are requesting housing. If you are not prepared to make the \$50 payment at this time, through the use of a credit card or e-check, please log in again when you are ready.	Help Text There is no help text for this screen Helpful Links There are no helpful links to display at this time.
	When you click Continue, you will be redirected to your institution's online payment provider's website. When you are finished, you will be redirected back to Self Service to continue with your application. Continue	

Step 9. You have finished the application. Here you will make your \$50 room reserve payment. This will be added to your student account and will go towards your balance for the term you are applying for. You can choose to pay by credit card or e-check from this page. Once you have completed the payment process you will be brought to the confirmation page. You should receive an email confirmation as well. You have completed the application as soon as the payment goes through!

VALLEY CITY STATE UNIVERSITY	Housing	
	Payment	
	Payment Information	* Indicates required information
D.	Total:	\$50.00
	Payment Method:*	Select a Payment Method ~
P ²	Click to	Cancel this Payment and Return to the Housing Portal
Privacy Policy Return Po	olicy	
©2021 TouchNet [®] A Global Payments C	ompariy All rights reserved. Privacy Statement	rowenday touchnet*